



Quick Checklist for Accessible Webinars

Use this checklist to plan for and deliver a webinar, presentation or online instruction that is accessible to all audiences. The [NCRTM Accessibility Resources Page](#) has a brief video on the *Top Ten Essentials for Accessible Webinars* and other information for ensuring your information and communication technology is accessible.

Webinar Content

1. Use Plain language wherever possible

Checklist	Yes	No	NA
Clear and concise content			
Presented in short sentences and paragraphs			
Logically and well organized			
Content avoids clutter and/or an overwhelming amount of content to read			
Headings to help organize topics			
Lists and tables to simplify content			
Acronyms defined and used sparingly			
Pronouns (like 'you') speak to the audience.			

2. Avoid moving content

Checklist	Yes	No	NA
No flashing content (prevent seizures for people with photo-sensitive epilepsy)			
No animations or GIFs			
No scrolling content			
No distracting transitions between slides			

Webinar Content Accessibility

3. Ensure the presentation is accessible.

Checklist	Yes	No	NA
All audio has captions.			
Full narrative description of video/animation (what is happening)			
Programmatic structure (such as heading) to ease navigation			
Text descriptions for meaningful images			
Content read in the correct reading order			
Other ways besides color to convey meaning			
Sufficient color contrast (4.5:1) between the text and background			
Handouts tested for accessibility and passed accessibility tests.			

4. Make content available before the webinar.

Checklist	Yes	No	NA
Accessible presentation and handouts provided to participants			
Registration asks participants about specific accessibility needs.			
Information has been provided to participants about the webinar platform's accessibility shortcuts prior to the webinar.			

Webinar Presentation

5. Provide captioning

Checklist	Yes	No	NA
Captioning activated by default or live captioner			
Transcript or running transcript of the captions available			
Captioning does not obscure the presentation content			

6. Consider offering ASL interpreting

Checklist	Yes	No	NA
During webinar or inserted as a video in pre-recorded content.			
User can see the presentation and the Sign Language Interpreter (SLI) at the same time.			
Screen size, background, and lighting provides clear visibility of the SLI's signing.			
Placement of SLI does not obscure presentation content.			

7. Speak slowly, clearly, and one at a time.

Checklist	Yes	No	NA
Each speaker is identified before speaking			
Microphone to provide sound clarity			
No background noises competing with the speaker			
Slow and clear presentation pace for easy comprehension			
Only one person speaks at a time.			
Active speaker's screen activated for those who need lip reading.			

8. Cover all slide content

Checklist	Yes	No	NA
All slide content accurately described.			
Content shared naturally (not necessarily read verbatim)			
Hyperlinks not read verbatim (include in the distributed materials and/or in the chat window)			
Information in images, charts, and graphs described (to help audience understand them)			

9. Consider Multiple modalities

Checklist	Yes	No	NA
Accessible by audio-only via phone, through a desktop, or a smaller phone display.			
Allows audience participation with webinar functionality (e.g., participation in polls, video share, mute/unmute, video sharing)			

10. Use an accessible webinar platform

Checklist	Yes	No	NA
Accessible with keyboard navigation			
Works with assistive technology (e.g., JAWS, Dragon Naturally Speaking, and Zoom Text)			
Assistance available before webinar to understand accessibility features. (e.g., a link to the webinar platform's accessibility features)			
Accessibility Conformance Reports (ACR or VPAT*) reviewed to evaluate platform and provide accommodations where platform not accessible			

* Voluntary Product Accessibility Template

[The National Clearinghouse of Rehabilitation Training Materials \(NCRTM\)](#) is your go-to resource for locating vocational rehabilitation (VR) information, technical assistance, and training.

NOTES

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